

Ghaitsa Haunan Priena

Bandung, Indonesia • ghaitsapriena@gmail.com • +6281222522506 • www.linkedin.com/in/ghaitsahp

EDUCATION

Bandung Institute of Technology School of Life Sciences and Technology – Bachelor degree in Biology	Aug 2020 - present
Bandung Institute of Technology School of Life Sciences and Technology – Magister degree in Biotechnology	Aug 2023 - present

EXPERIENCES

Event Aku Masuk ITB (AMI) 2021 <i>Deputy Chair and Secretary of Human Resource</i> <ul style="list-style-type: none">• Compile letters and carry out documentation at each meeting.• Assist the division head in making decisions.• Increase communication skills, critical thinking, problem solving and responsibility.	Oct 2020 – May 2020
Keluarga Mahasiswa ITB (KM-ITB) <i>Human Resource and Development</i> <ul style="list-style-type: none">• Manage administration, internalization and member development.• Increase communication skills and increase feelings of care and empathy.	Jul 2021 – Apr 2022
Event Aku Masuk ITB (AMI) 2022 <i>Secretary of Charity Entertainment</i> <ul style="list-style-type: none">• Compile letters and carry out documentation at each meeting.• Increase responsibility, time discipline, thoroughness, and proficiency in using software Ms. Word.	Dec 2021 – Mar 2022
ITB Student’s Activity Units “Softball Unit” <i>Secretary for 2022/2023 period</i> <ul style="list-style-type: none">• Prepare proposals for softball tournaments/competitions and make related letters.• Arranging also archives all of Softball unit’s document.• Increase responsibility, time discipline, thoroughness, and proficiency in using software Ms. Word.	Feb 2022 – Feb 2023

WORK EXPERIENCES

School of Life Sciences and Technology ITB <i>Practicum Assistant for Biosystematics Class</i> <ul style="list-style-type: none">• Mentoring and assisting student in a series of practical learning.• Person in charge of several practicums by arranging activities• Participate in evaluating the student’s performance during the practicum.• Develop public speaking skills, communication skills between colleagues, teamwork, and increase a sense of responsibility.	Jan 2023 - Jun 2023
PT. Aretha Medika Utama <i>Internship</i> <ul style="list-style-type: none">• Develop public speaking skills, communication skills between colleagues, teamwork, and increase a sense of responsibility• Develop laboratorium skills about molecular and microbiology	Jun 2023 - Jul 2023
School of Life Sciences and Technology ITB <i>Practicum Assistant for Project in Cell and Molecular Biology Class</i> <ul style="list-style-type: none">• Mentoring and assisting student in a series of practical learning.• Person in charge of several practicums by arranging activities• Participate in evaluating the student’s performance during the practicum.• Develop public speaking skills, communication skills between colleagues, teamwork, and increase a sense of responsibility.	Jan 2024 - Jul 2024

SKILLS

- Team work
- Time management
- Public speaking
- EF Set English Online Test - Intermediet English skills
- Proficient in using software, especially Ms. Word and Ms. Excel